

**REOPENED  
JOB ANNOUNCEMENT**

**POSITION TITLE:** Support Services Coordinator II  
**LOCATION:** Third District Court - Salt Lake City  
**HIRING RANGE:** 43-47/ \$15.07 - \$16.80  
**TYPE OF POSITION:** Full-time, with benefits  
**CLOSING DATE:** September 16, 2005  
**APPLICATIONS SHOULD BE DIRECTED TO:**  
Human Resources  
PO Box 140241; 450 S State  
Salt Lake City UT 84114-0241  
(801) 578-3890 (phone)  
(801) 238-7814 (fax)

**DUTIES:** Under the general supervision of a Court Executive performs a variety of management support services for the Third District Court such as budgeting, cost studies, records management, and related administrative functions. Also, performs accounting and auditing of revenue and trust accounts for multiple court sites.

- Performs accounting and auditing of revenue and trust accounts for multiple court sites, including evaluation of existing procedures, consulting, and training local staff. Serves as consultant to assist staff with accounting related problems.
- Coordinates maintenance of accounting records; performs quality control audits in order to ensure the accuracy of financial records; provides written audit reports to management and staff. Participates in statewide budget and accounting policy development committees.
- Assists in monitoring District budget; prepares reports, spreadsheets, graphs, and tables to detail fiscal matters. Prepares weekly revenue reports and unclaimed property reports. Conducts studies; compiles historical and projected information regarding expenditures.
- Participates in evaluating and adapting application software for use in performing accounting procedures. Performs training and consulting regarding use of accounting software for multiple court sites..
- Acting under the direction of the Court Executive, composes the justification for supplemental items in budget requests on a district level. Gathers data on historical trends, current and special circumstances, funding sources, assesses trends and identifies anticipated expenditures; develops rationale for work program requests.
- Maintains inventory records for District's fixed assets, accounts for acquisitions, and validates inventory accounting.
- Coordinates motor pool activities; maintains records of allocation, use, maintenance and requisition of vehicles; prepares accounting reports regarding vehicle use.
- Gathers, organizes, and analyzes fiscal data in order to provide management with information needed to evaluate and develop programs, contracts, and leases.
- Coordinates district accounting practices according to established procedures. Serves as a regional liaison for the finance and auditing divisions in order to monitor local compliance with accounting procedures and court policies.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in public or business administration, accounting or related fields plus three years of full time paid professional related employment or substitutions on a year for year basis. Basic knowledge of: practices and procedures related to court processes, accounting, purchasing, lease management, contract management, inventory control, motor pool coordination, and data processing. Ability to: communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, representatives of allied organizations and members of the public; apply general management principals to specific organizational problems and perform mathematical calculations.

**APPLICATION INFORMATION:** All applicants (including court employees) must send in an application. Applications may be obtained from the Administrative Office of the Courts, 450 S State, SLC, Dept of Workforce Services or online at: [www.utcourts.gov](http://www.utcourts.gov)  
Please include resume with application.

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*